

# LLPOA CONSTRUCTION COMPLIANCE PERMIT CHECKLIST

## (NON-NEGOTIABLE)

**\*\*\*PLEASE REVIEW CAREFULLY\*\*\***

- A) COOLSPRING-JACKSON LAKE LATONKA JOINT AUTHORITY TAP-IN RECEIPT OF PAYMENT FOR A NEW HOME CONSTRUCTION
- B) PLOT PLAN AND SURVEY, PER ARTICLE IX, SECTIONS 13 & 14 OF THE CONSTRUCTION COMPLIANCE CODES

**\*\*\*\*\*SURVEY IS MANDATORY\*\*\*\*\***

- C) COPY OF HOUSE PLANS

- New House Construction
  - Garages
  - Addition
  - Other – Please specify \_\_\_\_\_
- } SURVEY IS REQUIRED ON THIS TYPE  
OF CONSTRUCTION PER ITEM B  
(ABOVE)

- D) BUILDER'S CERTIFICATE OF INSURANCE

- E) TOWNSHIP PERMIT COPY ATTACHED

- JACKSON TOWNSHIP – 724-992-2553
- COOLSPRING TOWNSHIP – 724-475-2010

- F) Fee Per Current Schedule \$ \_\_\_\_\_

Type Permit (i.e. house, garage, etc...) \_\_\_\_\_

- G) DEP PERMIT(S) ATTACHED (If Applicable)

# +LLPOA Construction Compliance Permit Application

Date of Application: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_

Permit Number: \_\_\_\_\_

**Permit Expires 180 days from Issue Date**

Property Owner \_\_\_\_\_  
Property Address \_\_\_\_\_  
Lot No \_\_\_\_\_ Township \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_  
Fax \_\_\_\_\_ Email \_\_\_\_\_

Applicant (If Different from Owner) \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Description of Property:

Lot Width \_\_\_\_\_ Lot Depth \_\_\_\_\_  
Total Lot Area \_\_\_\_\_ Square Foot

**\*\* Survey Attached: (MANDATORY)** Yes \_\_\_\_\_ No \_\_\_\_\_ If No, Reason it is not attached \_\_\_\_\_

Building & Plot Plans Attached: Yes \_\_\_\_\_ No \_\_\_\_\_  
**(MUST CONTAIN ALL INFORMATION PER ARTICLE IX, SECTIONS 13 & 14 OF THE CONSTRUCTION COMPLIANCE CODES)**

Description of Construction:  
Is the proposed construction a principal use \_\_\_\_\_, accessory use \_\_\_\_\_, dock \_\_\_\_\_, gazebo/picnic shelter \_\_\_\_\_

What is the height of the principal structure \_\_\_\_\_  
**(MAXIMUM OF 2.5 STORIES OR 35 FEET)**

What is the height of the accessory structure \_\_\_\_\_  
**(MAXIMUM 2/3 HEIGHT OF PRINCIPAL OR NOT HIGHER IF A SINGLE STORY)**

Is there more than one principal or accessory structure presently on the property Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes – please describe \_\_\_\_\_

What is the square foot area of the proposed principal structure \_\_\_\_\_ **(MINIMUM OF 900 SQUARE FEET ON THE FIRST FLOOR, EXCLUSIVE OF PORCHES FOR PRIVATE DWELLINGS)**

What is the percentage of the lot covered \_\_\_\_\_  
**(MAXIMUM 35% OF LOT AREA)**

**\*Set Back Measurements:**

Front \_\_\_\_\_

(see Article III, Section 7b)

Rear \_\_\_\_\_

(see Article III, Section 7e)

Side (10 Foot Minimum) \_\_\_\_\_

(see Article III, Section 7c)

Corner \_\_\_\_\_

(see Article III, Section 7f)

Cul-de-sac \_\_\_\_\_

(refer to building line on original plot plan)

What is the proposed roof pitch \_\_\_\_\_

\*Set backs are measured from the setback line to the most protruding part of the structure on the respective side – i.e. rain gutter, porch, etc...

\*Trash container(s) for new construction or home renovation may be placed on a member's property for the length of the project. Units must be removed or emptied within three (3) days when full. A full unit is one where the trash can be seen over the top edge from the roadway. Responsibility to maintain the use of trash roll off falls upon the owner of the property. **Failure to follow this policy, shall result in a warning and continued violation shall result in the property owner being issued a fine of \$25.00 per day to a maximum of \$250.00 and/or loss of Lake privileges.**

**Note: ALL RESIDENTIAL NEW HOME CONSTRUCTION SHALL INCLUDE UNDERGROUND ELECTRIC, CABLE, INTERNET, AND ANY AND ALL COMMUNICATION SERVICE FROM THE STREET TO THE STRUCTURE.**

**NO OVERHEAD WIRES OR UTILITY CONDUIT INCLUDING PRIVATE UTILITY POLES SHALL BE PLACED ON THE BUILDING SITE PROPERTY FOR USE IN THE SUPPORT OF ANY SERVICES FROM THE STREET OR SIDE YARD OR DRIVEWAYS OR REAR YARD. (EFFECTIVE 1-8-15)**

Note: Not more than one garage or storage shed permitted – Maximum of one 3 car garage permitted. **(NO PROPERTY IS PERMITTED A STORAGE SHED AND A GARAGE)**

Is/or will the principal structure be built across lot lines? Yes \_\_\_\_\_ No \_\_\_\_\_  
**(SURVEY REQUIRED OF ALL LOTS AFFECTED)**

**ONCE PERMIT AND ALL APPLICABLE INFORMATION IS RETURNED TO THE OFFICE, PLEASE ALLOW FOR A TWO (2) WEEK TURN AROUND TIME FOR AN LLPOA PERMIT TO BE ISSUED TO COMMENCE WORK**

**PROPERTY OWNER SIGNATURE: \_\_\_\_\_**

## **LLPOA**

### **CONSTRUCTION SITE ACCESS AND EROSION CONTROL PROCEDURES**

Prior to any earthmoving activity, delivery of materials or any work that will impact the LLPOA roadways including movement of vehicles on and off roadways, onto or from individual properties, where mud and other debris may be carried on to the roadways, the following must be completed;

1. A defined entrance access must be determined.
2. The entrance access must be installed and a solid stone base must be provided in order to prevent damage to the roadway and the shoulder of the road.
3. Entrance access must be maintained throughout the construction project so as to prohibit any mud and debris from being deposited on the LLPOA roadways or any other property owned and/or maintained by the LLPOA.
4. The perimeter of the construction site must be protected by a properly installed silt fence or other acceptable erosion control measure(s). Runoff water containing sediment must not be allowed to enter the inlets or the Lake.
5. In the event a roadway is damaged and/or mud is deposited as a result of construction on the particular construction site, the property owner will be responsible for clean up and/or repairs to the satisfaction of the LLPOA representative inspecting the area.
6. In the event LLPOA employees must be dispatched to perform temporary clean up or repairs, the fees for such work will be charged to the property owner and will be due and payable upon receipt of the charges. Fees will include employee time, equipment time and all other expenses incurred by the LLPOA for processing of the repairs. In the event an outside contractor must be hired to deal with the problem, the contractor's fee plus all administration costs will be billed to the property owner. There will be occasion where debris is deposited and the contractor/property owner is required to keep the area clean on a daily basis. This policy recognizes that these situations will arise.
7. Continued violation of the policy may result in revocation of the building permit and any other remedies provided for within the LLPOA By-Laws, General Regulations, Construction Compliance Regulations, Deed Restrictions and any and all resolutions and policies in effect from time to time.

**SAMPLE ROCK CONSTRUCTION ENTRANCE PROCEDURES:**

Note that access to any construction site should be limited to the stabilized area designated as the access driveway.

Where the virgin ground is extremely soft or water laden, geotextile fabric is suggested to be placed first.

Remove topsoil prior to installation of geotextile and rock at the access entrance. Extend rock over full width of entrance.

Place a culvert pipe when warranted to maintain the flow of runoff water through the access drive. In some cases a culvert may not be necessary (Verify with office).

The dimensions of the access drive should mirror as close as possible the final design of the permanent driveway.

Place suitable stabilization rock as the first layer—preferably #3 crushed aggregate or limestone. Minimum 6" or whatever is needed to accommodate the truck and equipment traffic. 2A aggregate or limestone may be placed as a finish surface if so desired. The ultimate goal is to provide a mechanism to keep mud on the site and using a rock lined access will minimize the effects of mud and debris being deposited on the roadway.

The access drive should be monitored and additional rock layers added in order to maintain the access drive in proper condition.

The elevation of the access entrance should be situate with the road edge as to allow water to run off of the roadway and also prevent the road edge from breaking off as traffic enters and exits the construction site.

All site traffic must be confined to the rock lined access entrance and if necessary the access entrance may have to be enlarged.

**I have read and acknowledge the above procedures:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EXAMPLE OF ACCESS ENTRANCE**  
**DIMENSIONS MAY BE ADJUSTED IN THE FIELD**  
**BASED ON LOT SIZE**

